

# Neighborhood Council Budget Advocates

[www.ncbala.com](http://www.ncbala.com)



1645 Corinth Avenue, Los Angeles, CA 90025

Saturday, August 20, 2016

10:00 am – 12 noon

## Minutes

Board Members	Roll Call	Board Members	Roll Call
Ivette Ale	Present	Jacqueline Kennedy	Present
Brian Allen	Present	Brigette Kidd	Present
Liz Amsden	Present	Keith Kirkwood	Present by Phone
Simone Best	Present	Jon Liberman	Present
Noel Brathwaite	Absent	Michael Menjivar	Absent
Julie Burg	Excused	William Morrison	Present
Robert Campbell	Absent	Carol Newman	Present
Kevin Davis	Present at 10:30 am	Christopher Perry	Absent
Adrienne Edwards	Absent	Rick Ramirez	Absent
Amy Foell	Absent	Barbara Ringuette	Present
Craig Goldfarb	Absent	Marcus Rodriguez	Present at 10:15 am
Valaida Gory	Present	Danielle Sandoval	Present
Jay Handal	Present	Patrick Seamans	Present at 10:15 am
Jeanette Hopp	Present	Nicholas Soto	Present
James Hornik	Present at 10:35 am	Rocky Valenzuela	Present at 10:15 am
Jack Humphreville	Absent	Krisna Velasco	Present
Ann Job	Present	Farid Youssif	Absent
Howard Katchen	Present at 10:30 am	Joanne Yvanek-Garb	Present

1. **Call to Order:** The meeting was called to order at 10:00 am by Co-Chair Jay Handal.
2. **Roll Call** – A quorum of 25 board members was present (see list above). Approximately 5 budget representatives were present, and Mike Fong from DONE arrived partway through the meeting.
3. **Public Comment:**
  - a. Glenn Bailey, budget representative for Northridge East, requested Budget Advocate materials from the Co-Chairs via a Public Records Request, but has yet to receive them. Co-Chair Jay Handal responded that he advised to the City the Attorney that he is reviewing the request.
  - b. Brandon Pender, budget representative for Greater Toluca Lake, introduced Budget Advocate Michel Menjivar at the Toluca Lake NC meeting last Tuesday. A representative from the Congress of Neighborhood Council was also present, and requested a donation from the Toluca Lake NC for this year's Congress and Regional Budget Day events.
4. **Approval of Minutes from Meetings #1 and #2:** Motion by **Simone Best** to approve the minutes from meetings #1 and #2, second by **Danielle Sandoval**, and passed with 18 ayes (Ale, Allen, Amsden, Best, Gory, Handal, Hopp, Job, Kennedy, Kidd, Liberman, Morrison, Newman, Ringuette, Sandoval, Soto, Velasco, and Yvanek-Garb), 0 no, 0 abstention(s), and 7 not yet present (Davis, Hornik, Katchen, Kirkwood, Rodriguez, Seamans, and Valenzuela).
5. **Treasurer's Report** (Treasurer Howard Katchen) – Mr. Katchen was not yet present. A written report was distributed to the board and can be viewed at <http://ncbala.com/committees/>.
6. **Housekeeping** – Jay Handal
  - a. Parking Passes – the applications have been submitted to the City for those that requested a pass. The passes should be available at the August 29 meeting.
  - b. Business Cards – have been ordered.

- c. Email Conventions – when sending emails related to Budget Advocate business please be sure the subject line starts: 'BA - \_\_\_\_\_'
  - d. Constant Contact is being worked on and should be complete by the end of the week. If you see something that needs to be corrected or addressed, please speak up
  - e. The [www.ncbala.com](http://www.ncbala.com) website is up and running.
  - f. Confirm all Emails and Phone Numbers – a list has been circulated, please check to be sure the information on it is correct
  - g. All items to be posted to the NCBALA website should be sent to the communications Co-Chair, Joanne Yvanek-Garb for review, she will then forward them on to the Webmaster for posting.
7. **NC Reports** – These were addressed in other items.
8. **Volunteers for mentors to new BA's** – The following people volunteered to be mentors to new Budget Advocates; Brandon Pender, Glenn Bailey, Liz Amsden, Joanne Yvanik-Garb, Barbara Ringuette, Jay Handal, Jon Liberman, and Danielle Sandoval. Krisna Velasco can help with communication issues.
9. **Outreach: How to generate greater NC Board and Stakeholder involvement**
- a. An E-Newsletter/E-Blast will be sent out every two weeks after BA meetings.
  - b. There are existing Facebook, Instagram and Twitter accounts.
  - c. Joanne Yvanek-Garb contacted of 12 of 15 Councilmembers and they are willing to include a link for BA items on their websites
  - d. There will be several specific types of lists in Constant Contact, for example; City Councilmembers, City Councilmember communications representatives, Budget Advocates, Budget Reps, NC Board members citywide, and anyone who requests to receive information. This allows for targeted, as well as broad, communication.
  - e. All resolutions will be numbered and on the website for reference on a master list.
  - f. Jay Handal commented that he hand-served copies of the resolutions passed at the last BA meeting to the Budget and Finance committee, the Mayor and full City Council.
10. **Survey: Who is interested in working on this**
- a. Last year's survey was conducted primarily online although there were some paper responses. There was a significantly higher rate of response (almost 10 times more) than to previous surveys run by the Mayor's office but given the size of the City, there is room for major improvement.
  - b. A survey committee is needed to decide what type of survey, or surveys, need to be conducted. The survey will be administrated via Constant Contact.
  - c. Liz Amsden commented that the first survey should be specific to budget issues. Then once the White Paper is complete they should look at quality of life issues related to budget items.
  - d. The following people will be on the survey committee; Danielle Sandoval, Ann Job, Krisna Velasco, Jeanette Hopps, Jacqueline Kennedy, and William Morrison.
  - e. Danielle does not want to chair the committee, but will organize the first meeting.
  - f. The survey, and business cards promoting the survey need to be in English and Spanish.
11. **White Paper**
- a. The White Paper must be completed by early November to be delivered to the Mayor in time to have impact. Date to come when the Mayor's timeline is released.
  - b. Jay Handal reminded people not to over-commit, as the white paper will be a huge undertaking
12. **How Committees Are Going to Work** (Jay Handal)
- a. The following committees were in need of representatives. The members listed were added as representatives:
    - i. The Dept. of Aging; John Liberman and Simon Best
    - ii. Office of the City Clerk; Joanne Yvanek-Garb, Barbara Ringuette, and Brian Allen
    - iii. Cultural Affairs; Hayes Thrower and Krisna Velasco
    - iv. Dept. of Disability; Jeanette Hopp and Patrick Seamans
    - v. Ethics; Liz Amsden
    - vi. General Services; William Morrison, Ann Job, and Joanne Yvanek-Garb
    - vii. IT; Bridgette Kidd, Krisna Velasco, and Valaida Gory
    - viii. Public Works, Sanitation and Street Services departments; Brian Allen, Craig Goldfarb, Jeanette Hopp, and Joanne Yvanek-Garb

- ix. Recreation & Parks; Hayes Thrower
  - x. Unions; Jay Handal, Brian Allen, Joanne Yvanek-Garb, and William Morrison
  - xi. Airport Police; Brandon Pender
  - xii. Port; Daniele Sandoval, Craig Goldfarb, and Hayes Thrower
  - xiii. Homelessness: this not a single department issue and Danielle Sandoval and Barbara Ringuette, are still working on issues from last year. Last year they met with several city depts. and state senators on issues specifically related to homelessness and want to continue this year. Danielle Sandoval, Barbara Ringuette, Ann Job, Simone Best, Patrick Seamans, Craig Goldfarb and Ricardo Ramirez.
  - xiv. Inspector General; Barbara Ringuette, Brandon Pender, Danielle Sandoval, and Joanne Yvanek-Garb
- b. Once committees form, appoint a chair, and decide on a meeting schedule, that information must be forwarded to the Co-Chairs for review and input which will then go the Joanne Yvanek-Garb to send to the Webmaster for posting.
  - c. Liz Amsden suggested some questions to consider asking dept. heads as follows:
    - i. How can the City make money?
    - ii. What do they perceive performance based budgeting to be?
    - iii. How is it working for your dept. in reshaping the dept. budget?
    - iv. How much is your dept. spending on homelessness in a dollar amount?
    - v. What solutions can you suggest to mitigate those costs?
    - vi. Where can the dept. have efficiencies,
    - vii. How can the dept. make money for the City?
  - d. Jay Handal commented that in the past Budget Advocates have not focused on revenue generation. As expenses continue to outpace revenue, and have for many years, the City is consistently in a deficit situation. This is one of the reasons that services that were promised, and that taxpayers pay for, have been lost and not restored. Accordingly, the question now becomes what can city depts. do to be more efficient and save money, and help generate new revenue.
  - e. As committees meet with City depts. they need to report their findings in a timely manner. Recommendations and draft reports are due within two days to form a basis for and be included in the White Paper.
  - f. Joanne Yvanek-Garb commented that if you send some of your questions to the dept. in advance, their responses can be used to shape the meeting.
  - g. Liz Amsden will circulate the format used for committee reports last year so they will be consistent for preparation of the White Paper.

13. **Volunteer Needed to Work with Liz Amsden** – On assembling issues brought up in the regional sessions on Budget Day along with the areas of concerns voiced by Budget Advocates at the retreat, both to be posted on the website before the next meeting
- a. Liz Amsden commented that a lot of good ideas came out of these meetings and lists of suggestions were collected and there had been requests to circulate them more widely but she needs help getting this information into a format suitable for posting on the website.
  - b. Jeanette Hopp and Danielle Sandoval volunteered to help get the items organized.

14. **New Business**

- a. Neighborhood Alliance representatives will be as follows:
  - i. ARC, Liz Amsden
  - ii. HANC, Danielle Sandoval
  - iii. LANCC, Joanne Yvanek-Garb
  - iv. SLAANC, Ivette Ale
  - v. VANC, Ann Job
- b. Miscellaneous representatives:
  - i. Plan Check, Barbara Ringuette
  - ii. BONC, Jay Handal
- c. A team of representatives needs to be assembled to monitor the City Council's Budget and Finance Committee on an on-going basis.
- d. Liz Amsden commented on impact of the costs of the City's legal settlements, particularly those related to LAPD. One of the ways the city funds these settlements is via the sale of municipal judgment bonds.

- e. Liz Amsden relayed a suggestion from Jack Humphreville that the BAs request an analysis from the CAO showing the City revenue streams from the last 10 years by category in order to identify where funds are, and are not, being generated.
- f. The City self-funds its own Workers Comp. insurance; it was suggested that this be analyzed to see if it is cost-effective or should be outsourced.
- g. Glenn Bailey encouraged the BAs to monitor council files between now and when the next budget is released.

15. **Adjournment** – The meeting was adjourned at 12:00 pm. The next meeting is August 29, 2016.

# Mentoring and Training of Budget Advocates

Board Members	Roll Call	Board Members	Roll Call
Ivette Ale	Present	Jacqueline Kennedy	Present
Brian Allen	Present	Brigette Kidd	Present
Liz Amsden	Present	Keith Kirkwood	Absent
Simone Best	Present	Jon Liberman	Present
Noel Brathwaite	Absent	Michael Menjivar	Absent
Julie Burg	Excused	William Morrison	Present
Robert Campbell	Absent	Carol Newman	Present
Kevin Davis	Absent	Christopher Perry	Absent
Adrienne Edwards	Absent	Rick Ramirez	Present
Amy Foell	Absent	Barbara Ringuette	Present
Craig Goldfarb	Absent	Marcus Rodriguez	Present
Valaida Gory	Present	Danielle Sandoval	Present
Jay Handal	Present	Patrick Seamans	Present
Jeanette Hopp	Present	Nicholas Soto	Absent
James Hornik	Present	Rocky Valenzuela	Absent
Jack Humphreville	Absent	Krisna Velasco	Present
Ann Job	Present	Farid Youssif	Absent
Howard Katchen	Present	Joanne Yvanek-Garb	Present

1. **Call to Order:** The training was called to order at 12:00 am by Co-Vice Chair of Administration Jon Liberman.
2. **Roll Call** – A quorum of 22 board members was present (see list above).
3. **Review and discussion of Mentoring and Training of Budget Advocates Handout** – see attached.
4. **Motion to Approve \$68 Expenditure for Food for Training Attendees:** Motion to approve \$68 expenditure for food for training attendees, passed with 22 ayes (Ale, Allen, Amsden, Best, Gory, Handal, Hoop, Hornik, Job, Katchen, Kennedy, Kidd, Liberman, Morrison, Newman, Ramirez, Ringuette, Rodriguez, Sandoval, Seamans, Velasco, and Yvanek-Garb), 0 no, and 0 abstentions.
5. **Comments:**
  - a. Liz Amsden recommended that if you are having trouble reaching the General Manager or whoever you wish to meet with, to contact their assistant and let them know about what you want to accomplish and get them to help set the meeting.
  - b. Jon Liberman suggested that right after the city dept. meeting members take a few minutes to compare impressions/notes.
  - c. People are encouraged to contact those they meet with after the meeting to ask follow-up questions, clarify points that are unclear, and obtain their input on your draft report as you think necessary.
  - d. By next Monday's meeting, Committees need to advise the Co-Chairs who the committee chair will be and who will draft the report.
  - e. Early next year the Budget Advocates meet with the Mayor to present the White Paper.
  - f. Please request business cards from those you meet with for accurate names, titles and follow-up. Danielle Sandoval commented that committee chairs should thank you those with whom they meet, copying the General Manager if they were not in attendance.
  - g. A good way to end is to ask those you meet with 'what can we, as budget advocates, do for your dept.?'
  - h. A draft written report is due two days after meeting.
6. **Adjournment** – The training was concluded at 1:00 pm.

Respectfully submitted, Sheryl Akerblom  
for the Neighborhood Council Budget Advocates